

Appendix II

CERTIFICATION CHART

Certified Intentional Peer Support Specialist Timeline for Earning and Maintaining Certification

Certificates will be issued by February 15th each year and valid from January 1st through December 31st of that year.

Peer Support 101 or Healthy Connections	Application	Web Training	Core Training	Follow Up Workbook	Co-Reflection (fieldwork)	Continuing Education (fieldwork)	72 Hours of IPS Practice (fieldwork)	Maintain Or Regain	Fidelity Review
Pre-requisite to Application ~~~~~ Healthy Connections attendance MUST include the day where Certification process is explained	If not accepted, offered ways to increase knowledge such as Healthy Connections, tutoring, and other opportunities such as Pathways to Recovery ~~~~~ Can re-apply at any time.	Completed after accepted to the training program.	Miss no more than 5 hours ~~~~~ Can't miss Day I or II ~~~~~ Classes must be made up in next round of training. ~~~~~ If classes are not made up, the entire training must be repeated	6 weeks are given to complete the Follow Up Workbook after the Core training ~~~~~ Congrats! You are provisionally Certified after you complete the Follow Up Workbook	Must attend 1 per quarter after Core training ~~~~~ If you miss one, make it up in the first month of the following quarter ~~~~~ If you miss two, you have now missed 6 months and must take a written and oral exam to re-enter the program	2 per year taken after Core training ~~~~~ Healthy Connections can replace 1 Continuing Education requirement (cannot miss more than 3-hours) ~~~~~ Cannot be same topic within the same year	Hours can be volunteer, paid employment or personal time in relationships as long as Intentional Peer Support skills are being used ~~~~~ Hours may be reported annually or quarterly: 18 hours per quarter	After a year of fieldwork, you are fully Certified! If you become six months or more behind in your fieldwork, you will need to take a written and oral exam; if you fall behind again, you will be asked about your readiness to follow through with the program before continuing	Demonstrate proficiency in IPS skills in the biennial (every other year) Fidelity Review, beginning at least a year after Core training ~~~~~ Recommendations may be made for further study or tutoring to help participants improve their skills and demonstrate proficiency to maintain their certification

Additional Notes:

- ❖ Co-Reflection begins after completing Core training – even if you need to make up a class or two.
- ❖ CIPS Program policies will follow current guidelines as established by IPSAC in the Policy Guide.